

## MINUTES: ENERGY COUNCIL MEETING

---

**Meeting purpose** To ensure the opinions and position of the network via the Energy Council (EC) and CSD is considered and discussed in an open forum.

---

**Meeting Location** Date: September 11, 2008  
Time: 10:00 am – 11:00 a.m.  
Place: Teleconference

---

**Attendees** **Energy Council Attendees:**

Arleen Novotney (SoCal Forum), Kathy Kifaya (SoCal Forum), Shelly Hance (ARNCEP), Louise Perez (ACCES), Linda McQueen (ARNCEP), Dennis Osmer (LSPC), and Bill Parker (BAPRC)

**CSD Attendees:**

Lloyd Throne, Renee Webster-Hawkins, Jason Wimbley, and Kathy Ely

**Other Attendees:**

Tim Reese, Cal Neva

---

**Topics discussed** The table below identifies the topics discussed in the meeting and the person who led each discussion.

Topic	Discussion Leader
Automation	Denis Osmer
Utility Leveraging	
Meeting Procedures	Renee Webster-Hawkins
Contract Update	Jason Wimbley
CSI	Renee Webster-Hawkins
Carbon Credits	Renee Webster-Hawkins

---

**Automation** Dennis Osmer reported that the development of the ServTraQ LITE software is making good progress and has reached the point to offer viewings (demonstrations) to the network. The ideal sites for the software demonstrations would be central and northern California for these areas offer the largest clustering of potential ServTraQ LITE agencies. Kings County CAA, has agreed to host the demonstration for the central valley, and Jason Wimbley offered CSD, as a possible host site for the northern area. Louise

Perez offered the use of CRP facilities to host the demonstrations. The demonstrations will be a total of 2 hours in length and are targeted for the end of September/beginning of October. Jason Wimbley indicated that CSD will be informing the network of the scheduled demonstrations and requested a listing of agencies that are current users of ServTraq (full-version) and those agencies that plan to embark on developing their own database application. San Bernardino was the only agency identified as one pursuing the development of its own application. Dennis Osmer agreed to provide a listing of current ServTraq agencies. Beginning of next year, CSD and CCES will commence the phased roll-out of ServTraqLITE. Under this plan, training will be offered at a centralized location in Watsonville, and will offer training on cash assistance programs during the first round of training, then training for weatherization will follow.

---

**Utility  
Leveraging**

Jason Wimbley reported that the follow-up meeting with the Investor-Owned Utility company representatives to continue joint discussions on program leveraging and coordination has been scheduled for October 8<sup>th</sup>, at CSD, from 10:00 a.m. to 2:00 p.m. The proposed meeting agenda was forwarded to Greg Lawless for review and approval. Jason Wimbley will conduct follow-up to ascertain any requested changes from IOU representatives to the agenda, and will forward a final agenda to the EC hopefully within the next week. Kathy Kifaya requested that the start time for the meeting be changed to 10:30 a.m. to accommodate those having to travel. Jason Wimbley indicated the change in the meeting start time wouldn't be a problem.

---

**Meeting  
Procedures**

Renee-Webster Hawkins advised that since the EC is an advisory committee that the meetings are subject to open meeting laws (Bagley Keen & Brown Act) when the EC is making critical decisions. Agenda's must reflect when an action is going to be taken so that interested parties may participate at the meeting either by attending or via conference call. The action must be clearly stated so the public understands the nature of the decisions. We are looking for your suggestions to make the meetings smoother and more timely when there are fast moving topics.

The EC suggested the following ideas:

- Continue to meet in-person every other month and hold conference calls during the months not meeting in-person.
- For ad hoc decisions not indicated on the agenda, post proposed decisions on the website for an open comment period to ensure the entire network has the opportunity to provide input.
- Hold public comment period at the end of each meeting as an opportunity to hear from members of the public.
- Post agenda and items 10-days in advance of each meeting.
- Conduct executive sessions to discuss sensitive issues.

The EC requested that additional research be performed that outlines specific meeting requirements to ensure compliance with open meeting laws.

---

**Contract**

Jason Wimbley provided the following updates concerning energy program contracts:

- 2008 LIHEAP Amendment will be released shortly. The amendment will incorporate reimbursement increases for measures previously identified by the EC and additional measures based on recent research. The additional 1.7 million will be allocated to agencies who participated in leveraging.
- 2009 LIHEAP contract is proposed to be released to the network by mid-December.
- The Agency Local plans are forthcoming and there will be relatively small changes from last year.

EC group requested a copy of the cover letter to the 2008 LIHEAP Amendment.

---

**CSI/Solar Hot Water Heater Project**

Renee Webster Hawkins advised that CSD responded back to CPUC, under the Director's signature, to clarifying areas of CSD's proposal since there seem to be an apparent misunderstanding of CSD's proposal and CPUC's intent as outlined in the Request for Proposal. CSD also filed a legal response to the CPUC challenging several areas of Grid Alternatives request for modification with respect to conflict of interest issues.

The group discussed the solar hot water heater pilot project being conducted in San Diego. The pilot is sponsored by the CPUC through the mainstream CSI program. Arleen Novotney is monitoring the progress of the pilot; however, there is no emphasis of low-income residential installations at this time. The CPUC is soliciting comments that are due by 9/12. ACCES plans on submitting informal comments.

---

**Carbon Credits**

Renee Webster-Hawkins suggested that we defer this topic since Val Martinez is not in attendance. EC member asked what was the nature of this topic. CSD advised that Val Martinez is proposing to conduct a pilot to evaluate ways our network can tap into the carbon credit market. EC agreed to wait until Val Martinez is available.

---

**Decisions**

The EC made the following decisions and/or made the following policy and contract recommendations to CSD:

- Formalize meeting procedures to be in compliance with open meeting act.

**Actions**

The table below identifies the actions, responsibilities, and deadlines for implementing the decisions made during the meeting and from past meetings.

No.	Action	Responsibility	Deadline
1.	Develop meeting procedures to ensure compliance with open meeting act	CSD	December, 2008
2	Create SWEATS activation form and internal procedures	CSD	December, 2008
3	Prepare information transmittal to clarify when an amendment and/or budget modification is necessary	CSD	December, 2008
4	Prepare information transmittal to clarify ECIP policy seasonal limitations	CSD	December, 2008

---

**Next meeting**    October 9, 2008

**Agenda**            The following is the tentative agenda for the September 11, 2008 meeting:

Carbon Credits  
Contract Policy  
Automation

---